

2016 Environmental Literacy Fellowship Grant



Office of the State Superintendent of Education
Pre-Application Conference / Information Session
January 21, 2016

EL Fellowship Grant Timeline

Grant Period: Date of Award – Sept. 30, 2016

Announcement Date: Dec. 11, 2015

RFA Release Date: Jan. 6, 2016

Pre-Application Conference/Info Session:

- Jan. 21, 2016: 2:00 p.m. – 3:00 p.m.

Pre-Application Question Period Ends: Jan. 27, 2016

Frequently Asked Questions Posted: Feb. 3, 2016

Application Submission Deadline: Feb. 10, 2016

Awardees Announced: No later than Feb. 24, 2016

Agenda

- Background
- Award Information
- Eligibility
- Submission Information
- Program Requirements
- Application Scoring
- Award Administration
- Tips for Completing your Application
- Questions & Answers



EL Fellowship Grant Background

- Part of the new Environmental Literacy Program at OSSE – complements existing school garden and farm-to-school efforts.
- Goal is support teachers in the 2016 Environmental Literacy Leadership Cadre by coordinating programs and activities related to school-based environmental literacy programs.
- Emphasis on school garden, recycling, and composting efforts.
- Each fellow will work with three schools.

Award Information / Eligibility

- \$176,000 available total – \$22,000 per six-month fellowship
- Reimbursement grant
- Nonprofits can hire someone or designate a current staff member
- Submit one application per fellow
- Nonprofit or community based organizations with 501(c)3 status



Submission Information



Office of the State Superintendent of Education
Government of the District Of Columbia



Enterprise Grants Management System (EGMS)

Homepage: grants.osse.dc.gov

- The RFA (PDF) is available on the EGMS homepage.
- Applications must be submitted using the EGMS Portal.

Other EGMS Resources:

- Training Videos
- Users Manual
- Budget Definitions and Examples

Submission Info, Cont.

- Applicants must have credentials entered into the Enterprise Grants Management System.
- To register (get credentials) as a new user in EGMS, you will need:
 - FEIN (Tax ID #) of your organization
 - DUNS number
 - SAM expiration date
- Central Data section must be complete in order for an application to be submitted.
- Start this process early so you can be in the system when you're ready to submit your application!

Program Requirements

- Support three elementary schools (six hours per week per school).
- Facilitate meetings/program scheduling between school's environmental literacy leader, grade-level teams, and nonprofit environmental organizations.
- Point person for operation of school gardens, recycling, and composting programs.
- Facilitate creation and adoption of best practices for schools to sustain programs over time.
- Communication and reporting.

Application Scoring

Criteria	Scoring Weight (%)
<p>Project Vision and Implementation Plan</p> <ul style="list-style-type: none">• Description of current EE program delivery to DC elementary schools.• Implementation plan and timeline.• Plan to address challenges.• Role of fellow and support the person will receive.	25%
<p>Curriculum Integration Plan</p> <ul style="list-style-type: none">• Description of how school gardens, recycling, and composting programs are part of a school-based environmental literacy program.• Explanation of how fellow will support schools.	25%
<p>Student and Community Involvement Plan</p> <ul style="list-style-type: none">• How students will be impacted.• Examples of how school will be involved in sustaining the environmental literacy program over time.	25%
<p>Cost-effectiveness of Budget</p> <ul style="list-style-type: none">• Clear description of costs and how costs were determined.• Qualifications of the fellow.	25%

Award Administration

- Award notification no later than Feb. 24, 2016
- Grantees expected to respond to inquiries and requests from OSSE and the Environmental Literacy Specialist throughout the grant period.
- Grants will be monitored through site visits and project reports.
- All invoicing and reporting will be done through EGMS.

Tips for Completing your Application

- Type out your narrative then copy/paste into EGMS
- Save often in EGMS
- Start early!
- Use scoring rubric to inform your responses
- Q&A period – via email – ends on Jan. 27, 2016
- Submit questions to:
Grace.Manubay@dc.gov





Questions? Contact Grace.Manubay@dc.gov

Visit: <http://osse.dc.gov/service/environmental-literacy-program-elp>